



# DIKSON THABO MANGANYE

## EXPERIENCE

January 2017 – July 2019

**General Administrator**, Avant Project (Pty) Ltd | Germiston, Gauteng

- Successfully prepared, organized and maintained recording of worked shifts (workforce of 20 people), inventory and company resources using Microsoft word and excel. Maintained impeccable office organisation to support efficiency, professionalism and performance objectives.

February 2021 – November 2021

**Mathematics and Physics Tutor**, Golden Future Project | Cape Town

- Analyzed student progress, prepared feedback to improve results and simplified complex theory through clear, relevant teachings. Employed listening and questioning strategies to diagnose student needs and monitor progress.

February 2022 – November 2022

**Dining Hall Monitor**, University of Cape Town | Cape Town

- Provided an accurate, detailed written record of events that occurred during shifts, and ensure effective catering administration. Provided facilities orientation sessions to new staff and residents. Adhered to strict protocols when filling in incident report forms.

## EDUCATION

2019

**High School**, Graceland Education Centre | Germiston, Gauteng

- I completed high school with a meritorious achievement, best results in mathematics and Physical Sciences and overall best learner for the 2019 academic year.

2022

**BSc Computer Science and Business computing**, University of Cape Town | Cape Town

- Completed my first year and second year but had financial challenges and could not continue.

2023

**META Front-end Developer**, Professional Certificate

- The 9 course professional certificate offered in-depth understanding of HTML, CSS, JavaScript, React and UI/UX design.
- <https://coursera.org/share/b99ec2ae83ad7fbd328f91a9528b98b>


## REFERENCES


**Cecilia van Tonder** (Avant Projects Manager) – 0820510882 |

[avant@global.co.za](mailto:avant@global.co.za)

**Jody Rumble** (UCT Catering Manager) – 0825671096 |

[jody.rumble@uct.ac.za](mailto:jody.rumble@uct.ac.za)

 Germiston, South Africa, 1418

 0762176708

 [diksonmanganyi179@gmail.com](mailto:diksonmanganyi179@gmail.com)

 <https://github.com/DiksonIvySon>

## PROFESSIONAL SUMMARY

I've had success working well both on my own initiative and in a collaborative setting. I am a determined, dependable, trustworthy, and enthusiastic person that works very hard. I am a responsible team player who can easily adjust to any difficult circumstances. I can stay on task and meet deadlines even when under pressure.

## SKILLS

- Computer literacy; MS Microsoft, MS Excel and MS Outlook.
- Coding skills in Python, Java, HTML, CSS and JavaScript
- Good conflict resolution skills
- Good group work aptitude, open to learning.
- Punctual and organized
- Deadline-orientated
- Resource management

## LANGUAGES

Fluent in spoken and written English ,  
IsiZulu, Siswati and Sesotho.